

Bureau of Fire Services

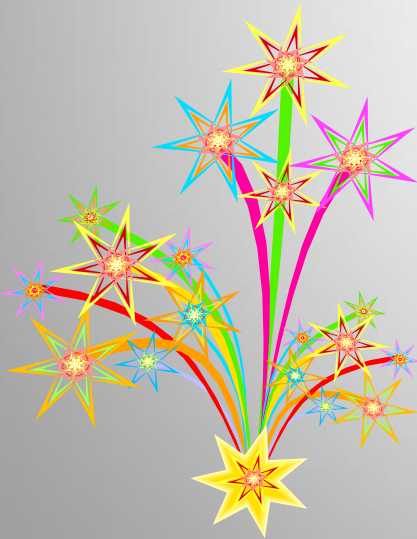
Various Fireworks Payment Processes

Consumer Certificate Fees

Fire Safety Fees

Transfer Fees

Civil Fines



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- These instructions will focus specifically on payment processes for various fees. If you need assistance creating an account and/or completing the application, please refer to our other presentations found at www.michigan.gov/bfs

Various Fees include;

- Consumer Certificate Fees
 - Fire Safety Fees
 - Transfer Fees
 - Civil Fines



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Consumer Certificate Fees:
Near the beginning of the Application process
you will have an option of “Payment Method”.

The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.

Please select the type of certificate you wish to apply for:

Statute:

Certificate Type:

Payment Method:
--Select Payment Type--
By Mail
Online



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Consumer Certificate Fees:

You will choose either “By Mail” or “Online”

The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.

Please select the type of certificate you wish to apply for:

Statute:

Fireworks Safety Act ▼

Certificate
Type:

Consumer Non-Permanent Structure Certificate ▼

Payment
Method:

--Select Payment Type-- ▼

--Select Payment Type--

By Mail

Online



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Please note that once you move beyond this screen and you have made your payment method choice you will not be able to return and change your payment method.

The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.

Please select the type of certificate you wish to apply for:

Statute:

Fireworks Safety Act ▼

Certificate
Type:

Consumer Non-Permanent Structure Certificate ▼

Payment
Method:

--Select Payment Type-- ▼
--Select Payment Type--
By Mail
Online



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You will not be able to submit the online payment until the conclusion of each application.

You will now continue with the Consumer Certificate application process.

At the end of the application process you will have see a “Pay Fees and Submit” button.



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Pay by Mail Option

Payment Receipt

Thank you for your application. An acknowledgement will be sent to your email address within one day.

Please include a copy of this document with your other required documents.

Click the **Logout** link on the left to log out. Or you can click on the Certificate Home page to stay logged in and review applications submitted or to enter additional applications.

NOTE: If you return to the Certificate Home Page and you find a "Continue" link then you have not yet completed your application. Please click on 'Continue' to complete.

Certificate Owner Name:	James George Lucas
DBA	Rocky's Rockets Fireworks
Pending Certificate No:	2015-CT02965
Agency receiving payment:	State MI Fire Services
Process:	Consumer Fireworks Certificate
Payment Type:	Pay by mail
Received Amount:	\$0.00
Received Date:	
Transaction ID:	
Total Paid:	\$0.00

[Print Receipt](#)[Return to Certificate Home Page](#)

After clicking the "Pay Fees and Submit" button you will find the "Payment Receipt". Please **print this page** and submit it with your other required documents.



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- If you chose “By Mail” payment method you will send your check or money order (made payable to “State of Michigan”) and all other required application documents to:

Department of Licensing and Regulatory Affairs

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Consumer Fireworks Certificate Processing

P.O. Box 30642

525 W Allegan (If using overnight delivery service)

Lansing, MI 48909

- **PLEASE NOTE: If all required documents are not received at one time your application will be denied. You will receive a notice indicating that you will have 45 days to resubmit all of the documents required. After the 45 days your application will be voided.**



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Pay Online Option

Please read the “Submit Order” section of the page and click “Submit Payment” to continue with the credit card payment.

Application Fees		
License Number	Description	Fee Amount
2013-CP00043	Application Fee	\$1,000.00

Fee Totals	
Fee Amount:	\$1,000.00
Total Amount:	\$1,000.00

Submit Order
<p>Credit card processing is handled through the State of Michigan's Central Electronic Payment Authorization System (CEPAS) Payment Module. When paying for your Certificate you will be redirected to the CEPAS Payment Module for entry of credit card information. Once your credit card transaction has been successfully completed, you will be returned to MyLicense where you should print your receipts page.</p>

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- After you have paid online you will mail your **required documents** and **payment receipt** to:

Department of Licensing and Regulatory Affairs

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Fireworks Certificate Processing

PO Box 30700

3101 Technology Blvd. Ste H (if using overnight delivery service)

Lansing, MI 48909

OR:

You may email documents to fireworks@michigan.gov. Please make sure that the Certificate number is present on each piece of paper you submit.



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Consumer Certificate Payment Summary

- You will need to repeat the application and payment process for each retail sales location where you want to sell consumer fireworks.
- If you are selling both consumers and low impact fireworks at the same location, you will need both a Certificate and Registration for each sales location. There is no fee associated with low impact registration.



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When you return to the Certificate Home Page you will be able to view the status of your application at any time. In this example it is shown as “pending.”

Michigan Consumer Fireworks Home Page			
Business Name or DBA:	Rocky's Rockets Fireworks		
Certificate Owner Name:	James George Lucas		
Certifications/Registrations/Transfers			
Consumer Non-Permanent Structure Certificate			
View Certificate Status			
Statute:	Fireworks Safety Act	Certificate No:	2015-CT02965
		Status:	Pending
	Issue Date:		Expiration Date:
Address:			

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Fire Safety Fee Payment Process

2015 Certificate and Low Impact Fire Safety Fee Payments are due according to the chart seen here. This is also posted on the Fireworks homepage.

2015 Consumer and Low Impact Fireworks Sales Dates	2015 Certificate Safety Fee Due Dates:
January 1 - January 31, 2015	Friday, February 20, 2015
February 1 - February 28, 2015	Friday, March 20, 2015
March 1 - March 31, 2015	Monday, April 20, 2015
April 1 - April 30, 2016	Wednesday, May 20, 2015
May 1 - May 31, 2015	Monday, June 22, 2015
June 1 - June 30, 2015	Monday, July 20, 2015
July 1 - July 31, 2015	Thursday, August 20, 2015
August 1 - August 31, 2015	Monday, September 21, 2015
September 1 - September 30, 2015	Tuesday, October 20, 2015
October 1 - October 31, 2015	Friday, November 20, 2015
November 1 - November 30, 2015	Monday, December 21, 2015
December 1 - December 31, 2015	Wednesday, January 20, 2016
January 1 - January 31, 2016	Monday, February 22, 2016
February 1 - February 28, 2016	Monday, March 21, 2016
March 1 - March 31, 2016	Wednesday, April 20, 2016
April 1 - April 30, 2016	Friday, May 20, 2016



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Fire Safety Fee Payment Process



The column on the left side of the chart refers to the date the Certificate or Low Impact Registration was issued. Sales Reports and Fire Safety Fee payments are submitted regardless of sales amount.

2015 Consumer and Low Impact Fireworks Sales Dates	2015 Certificate Safety Fee Due Dates:
January 1 - January 31, 2015	Friday, February 20, 2015
February 1 - February 28, 2015	Friday, March 20, 2015
March 1 - March 31, 2015	Monday, April 20, 2015
April 1 - April 30, 2015	Wednesday, May 20, 2015
May 1 - May 31, 2015	Monday, June 22, 2015
June 1 - June 30, 2015	Monday, July 20, 2015
July 1 - July 31, 2015	Thursday, August 20, 2015
August 1 - August 31, 2015	Monday, September 21, 2015
September 1 - September 30, 2015	Tuesday, October 20, 2015
October 1 - October 31, 2015	Friday, November 20, 2015
November 1 - November 30, 2015	Monday, December 21, 2015
December 1 - December 31, 2015	Wednesday, January 20, 2016
January 1 - January 31, 2016	Monday, February 22, 2016
February 1 - February 28, 2016	Monday, March 21, 2016
March 1 - March 31, 2016	Wednesday, April 20, 2016
April 1 - April 30, 2016	Friday, May 20, 2016

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Online Fire Safety Fee Payment Process

When you are logged into your account the menu on the left will show a “Pay Fireworks Safety Fees” option. Click on it to begin the Sales reporting and payment process.

Menu

Consumer Fireworks
Certificate Application/Name
Transfer Application

Pay Fireworks Safety Fees

Mailing/Contact Address
Update

Logout



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Pay Fireworks Safty Fees

All of your certificates eligible for on-line payment are shown below.

Click the **Continue** link for the certificate shown below that you want to pay Fire Safty Fees for.

Low-Impact Registry Non-Permanent Structure

[Continue](#)

Statute:	Fireworks Safety Act	Certificate No:	2013-LT01994	Status:	Active
		Issue Date:	5/24/2013	Expiration Date:	1/1/2014

First you will see all Certificates and Registrations that are ready for Fire Safety Fee payments and sales reporting.

One at a time you will click on the Certificate or registration you want to report sales for.



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The next screen is where you will click on the “Report Sales and Pay Safety Fees” button.

- When the next page opens you will find the area to report your Sales amount.
- Next you will check the boxes corresponding to the months that you are reporting sales.
- When completed you will click on the “Submit” button.
- A Payment Summary page opens and allows you to click on the “Pay Fees and Submit” button.
- A payment receipt will appear if you are reporting zero sales.
- If you are reporting actual sales amounts you will now see the amount owed.
- By clicking on the “Submit Payment” button you will now be asked for your payment information.



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Transfer Fees

There are two possible types of transfers for Consumer Fireworks Certificates.

- Transfer of Ownership
- Transfer of Location

Each transfer type has a fee of \$25. The applicant who submits the transfer application online will be responsible for paying the fee.

When a transfer application is started you will find the option of paying for it using an online payment method or to submit a payment by mail.

Each payment type follows the same process as the certificate fee payments. You may refer to slides 6-12 of this presentation for guidance.



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Citation Fines Online Payment Process

On the Bureau of Fire Services Fireworks homepage you will find the “Fireworks Citation Civil Fine Online Payment” link.

Forms and Services

- [Fireworks Citation Civil Fine Online Payments](#) **PDF**
- [Transfer of Location for Consumer Fireworks Certificate BFS-407](#) **PDF**
- [Transfer of Ownership Affidavit for Consumer Fireworks Certificate BFS-401](#) **PDF**
- [Fireworks Refund Request BFS-400](#) **PDF**



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That will take you to the instructions to continue the Citation payment process.

Pay your Fireworks Citation Civil Fines Using the Online Payment System

The Bureau of Fire Services is pleased to offer a secure, quick and easy online payment system that is available 24 hours a day, 7 days a week to pay your fireworks citation civil fines. Please follow the instructions below to set up your account and pay using your Visa, MasterCard, Discover, or debit card containing a Visa/MasterCard or Discover logo.

- STEP 1:** Have your Visa, MasterCard, Discover or Debit card available.
Debit cards must have the Visa/MasterCard or Discover logo on the card.
- STEP 2:** Have your citation number available.
The citation number may be found on the top right corner of the citation beginning with FW and then followed by a series of numbers.
- STEP 3:** To pay the fireworks citation civil fine, go to: [Fireworks Citation Civil Fine Online Payment System](#)
- STEP 4:** Enter the citation number in the required fields of the online payment system
- STEP 5:** To print your receipt, select the printable receipt box at the bottom of the online payment page.



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Welcome to the Fire Safety Civil Fines Payment Website!

Paying on-line is quick, easy, secure and available to you 24 hours a day, seven days a week. This application allows you to make a payment using your MasterCard, Visa or Discover credit card.

The website "thepayplace.com" is a secure site used by the State of Michigan to process certain electronic payments.

* Indicates required field

Your Information	
* Citation FW:	<input type="text"/>
Choose method of payment	
<input checked="" type="radio"/>	Pay by credit card
	
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	

From here you will enter the requested information and then follow the prompts to complete.



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**Thank you for your taking the
time to view this presentation
regarding the Consumer
Fireworks Certificate
Payment Process.**